



State of Utah
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF WATER RIGHTS

Michael O. Leavitt
Governor
Ted Stewart
Executive Director
Robert L. Morgan
Division Director

1636 West North Temple, Suite 220
Salt Lake City, UT 84116-3156
801-538-7240
801-538-7467 (Fax)

January 28, 1994

Mr. Larry Rawlings *starts as River Commissioner 01/01/94*
PO 508
Moroni, UT 84646

Dear Larry:

Re: Personnel and/or Payroll Forms

Enclosed are forms we need you to fill out, sign where highlighted and return to us so we can put you on the State payroll system. Instructions for the forms are described below.

- (1) Fill out the Human Resources Profile form down to and including the emergency notification data (Lines 6, 7, 8, 11, 13, 14, 15, 17, 18, 20, 21, 22, 29, 30, 31, 32, 33 and 34). The necessary codes you need are shown on the back of the form.
- (2) Fill out the W4 form showing the withholding allowances you wish to claim. We need a copy of your social security card to accompany the W4. The social security number must be readable.
- (3) Fill out the Employment Eligibility Verification form and include a copy of your drivers license.
- (4) Please read the "Standards and Procedures on Sexual Harassment" booklet then complete and sign the Department of Natural Resources Sexual Harassment Liability Waiver.
- (5) Please complete and sign the Department of Natural Resources emergency notification information sheet.
- (6) Please complete and sign the Department of Natural Resources Veteran/non-veteran status information sheet.

Please complete the enclosed forms as soon as possible. They are very important to assure you are properly enrolled in the payroll system.

Please contact me at 538-7380 or JoAnn Padley at 538-7424 or Boyd Strout at 538-7423 to help you fill out the forms.

Sincerely,

Lee H. Sim, P.E.

Assistant State Engineer
for Distribution/Adjudication

LHS:bd

Encls. (7)

cc: JoAnn Padley

